From: MC Communications
To: MC Communications!
Subject: Student Records Deactivation and Reactivation Processes
Date: Thursday, May 23, 2013 2:55:58 PM

MONTGOMERY COLLEGE
Office of the Senior Vice President for Student Services

May 23, 2013

MEMORANDUM

To: Montgomery College Community

From: Melissa Gregory, Chief Enrollment Services and Financial Aid Officer

Subject: Student Records Deactivation and Reactivation Processes

I am writing to share a new procedure that will take effect June 2013. Enrollment Services will deactivate the records of credit students who have not enrolled at the College in the last four years. This action will take place annually at the end of each spring semester. WDCE students will not be impacted.

The deactivation process will **not** purge student records. No admission, academic, counseling, financial or advancement data will be lost. The process is designed to place a registration hold of **IS** (Inactive) in Banner for each affected student. Students with the IS code will not be able to register for classes until their records are reactivated. This will enhance our data integrity and administrative efficiency by providing a means to remove inactive students, when necessary, from various College processes.

The reactivation process does not require the completion of a new admission application, but does provide us the opportunity to collect updated demographic information immediately upon the student's declaration of intent to return to the College. Returning students will be asked to complete a *Student Reactivation* form which will be available in the near future at http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=10072. Once the form is received and processed by Enrollment Services, the student's status will be updated to AS (Active) in Banner and eligibility for registration will be restored unless other academic, financial or student conduct holds exist.

If you have any questions about this process, please contact Ernest Cartledge, Assistant Director of Enrollment Services and College Registrar, at x77991.